

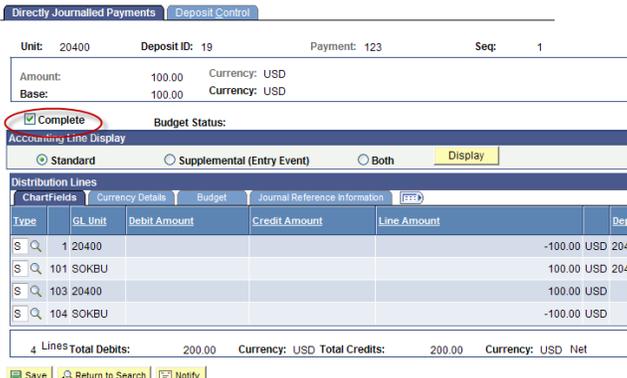
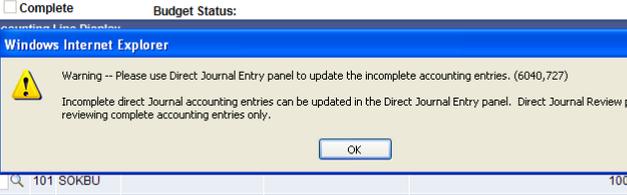
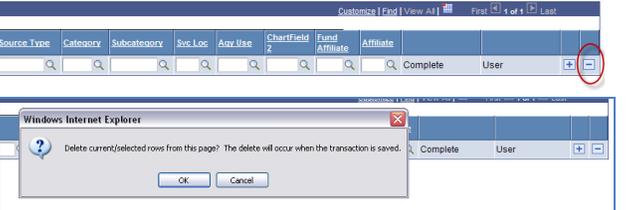


State of Kansas

Updating a Completed Deposit that is Not Approved

Statewide Management, Accounting and Reporting Tool

Date Created:	1/17/2013	
Version:	1.0	
<p><u>Updating a Deposit that is Not Approved by the Agency or by the State Treasurer’s Office</u></p>	<p>This job aid will assist agencies in updating a deposit after accounting entries have been marked complete and before the deposit has Agency or State Treasurer’s Office approvals.</p> <p>Roles that can update a deposit are: Deposit Approver and Deposit Processor or AR Agency Admin. Deposit Approver or Agency Admin will need to complete steps 4-6.</p>	
1.	<p>Navigate to Accounts Receivable > Payments > Online Payments > Regular Deposit. Enter the Deposit Unit and Deposit ID then Search.</p>	
2.	<p>Review deposit approvals. If the deposit is Agency and STO Approved, do not go any further. Proceed with a Deposit Adjustment to make any corrections.</p>	
3.	<p>If the deposit is marked Agency Approved, but not STO Approved, do not go any further. Refer to Job Aid ‘Updating a Completed Deposit that is Agency Approved’.</p>	

4.	Navigate to: Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries. Enter Deposit Unit and Deposit ID and Search																																					
5.	On the Directly Journalled Payments tab, uncheck the 'Complete' box.																																					
6.	Click 'OK' on the warning message.																																					
7.	Navigate to Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries. Enter Deposit Unit and Deposit ID then Search.																																					
8.	On the Accounting Entries tab, delete the accounting lines by clicking on the little white box with a red x, next to the lightning bolt.	 <table border="1" data-bbox="894 1465 1516 1562"> <thead> <tr> <th></th> <th>GL Unit</th> <th>Line Amount</th> <th>Currency</th> <th>Dept</th> <th>Fund Code</th> <th>Bud Unit</th> <th>Program Code</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20400</td> <td>-100.00</td> <td>USD</td> <td>2040000000</td> <td>2709</td> <td>0100</td> <td>01030</td> <td>410110</td> </tr> <tr> <td>2</td> <td>101 SOKBU</td> <td>100.00</td> <td>USD</td> <td>2040000000</td> <td>2709</td> <td>0100</td> <td>01030</td> <td>110100</td> </tr> <tr> <td>3</td> <td>103 20400</td> <td>100.00</td> <td>USD</td> <td></td> <td>2709</td> <td>0100</td> <td></td> <td>110100</td> </tr> </tbody> </table>		GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	Account	1	20400	-100.00	USD	2040000000	2709	0100	01030	410110	2	101 SOKBU	100.00	USD	2040000000	2709	0100	01030	110100	3	103 20400	100.00	USD		2709	0100		110100
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9.	Accounting entries can now be updated.																																					
10.	Note: This step is only if you are going to delete the Deposit or make updates to the Deposit Totals or Payment page. Scroll to the far right and click the blue (-) sign next to each row of accounting. Click Ok on the error message.																																					

11.	Click the Save button.	
12.	Repeat Steps 4 - 11 for each payment in the deposit.	
13.	<p>Navigate to Accounts Receivable > Payments > Online Payments > Regular Deposits>Find an Existing Value. Enter Deposit Unit and Deposit ID and Search.</p> <p>Updates to the Totals page, Payment page, or a Delete can now be done.</p>	